New Employee Checklist

Welcome to Salisbury University!

This checklist has been created to assist new employees with making a successful transition to Salisbury University.

❖ Before your First Day

☐ Sign the offer letter and position description/information form and return to your Manager

☐ Complete the fingerprinting process with Campus Police (consult your hiring Manager to schedule)

☐ Complete new employee packet of forms sent with your offer letter including W-4, employee info sheet, direct deposit, policy acknowledgement, criminal background check authorization form, and MOU signature page (if applicable) and return to Human Resources

☐ Arrange for an official copy of transcripts/proof of highest degree earned to be sent to Human Resources if indicated in the offer letter

☐ Schedule an appointment with Human Resources at 410-543-6035 to complete your required I-9 verification, and gather appropriate documentation as listed on the back of the I-9 form to show eligibility to work in the U.S.

☐ Visit Cashier’s office (HH219) to obtain a temporary parking permit prior to first day. You will need to bring vehicle registration and ID. Confirm which lot to park in on first day of work.

☐ Contact Human Resources to review your Benefits information at 410-548-4755

☐ View assigned New Employee Orientation and Campus Tour videos on Human Resources website

☐ Verify the dress code with your supervisor

☐ Confirm with your supervisor where and what time to report on your first day

❖ On your First Day

☐ Finalize retirement benefit decision with Human Resources (if you haven’t already – not applicable to CII)

☐ Complete any outstanding new employee forms (meet with Human Resources if you haven’t already)

☐ Meet with supervisor on process to obtain an employee Parking Permit and review parking options

☐ Obtain your ID Card (Gull Card)

☐ Complete Information Technology’s Acceptable Use Policy in GullNet

☐ Set up email account. See supervisor for user ID/password, as well as suggested email signature style

☐ Learn how to use the phone system and set up voicemail (if applicable) Using the SU Voicemail System

☐ Know your work schedule and breaks

June 24, 2022
During your First Week

- Gather documentation for benefit dependents and provide to Human Resources with completed benefits enrollment form (original birth certificate for children and official copy of marriage certificate with court signature). Note: maximum 60-day time period to enroll upon hire.

- Understand your job duties. Refer to your supervisor with any questions.

- Get acquainted with your work space

- Be able to access and use equipment

- Review an organizational chart, SU mission and values

- Review the functions of your department, units within and individuals

- Complete any required/mandatory online training assigned

- Review the process for requesting time off, including call-out procedures

- Review time entry procedures and timing/delivery of first paycheck with your supervisor

30-Day Checklist

- Clarify roles, responsibilities, and expectations as needed and request ongoing feedback

- Ensure that any required training has been completed and/or scheduled

- Schedule weekly/monthly update meetings with your supervisor as needed